



Holmes Chapel Parish Council

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TO ALL MEMBERS OF THE PARISH COUNCIL

The Annual Meeting of the Council will be held on Thursday 19 May 2016 at 7.00 p.m. at the Holmes Chapel Methodist Church hall.

If members of the public are present there may be a period of questions at the beginning and end of the Meeting

AGENDA

1. **To elect a Chairman for the year 2016 - 17**
2. **To receive the declaration of acceptance of office from the newly elected Chairman.**
3. **To elect the Vice-Chairman for the year 2016 - 17**
4. **To receive the declaration of acceptance of office from the newly elected Vice-Chairman.**
5. **Public Forum** - The Chairman will adjourn the meeting to allow questions from members of the public to last no longer than 15 minutes. After questions the Chairman will reconvene the meeting.
6. **Apologies for absence** - To approve any apologies for absence.
7. **Declarations of interest** - To receive any declarations of interest:
 - a) **disclosable pecuniary interests or**
 - b) **other disclosable interests****as required under Chapter 7 of the Localism Act 2011.**
8. **General Power of Competence** - To confirm the Council continues to meet the requirements to exercise the General Power of Competence (see Appendix 1)
9. **Chairman's Allowance** - To approve the amount of the Chairman's allowance for his year of office – the sum of £250 has been included in the budget.
10. **To approve the responsibilities of each committee** as recommended by each committee. (see Appendix 2)
11. **Appointment of Committees and Working Groups.** Where people have indicated their preference boxes have been filled in. (see Appendix 3)

12. **Internal appointments and Representatives to Outside Bodies** - To appoint members to internal appointments and outside bodies or to refer such appointments to the appropriate Committee – see the list set out in Appendix 3
13. **Appointment of Auditor and Solicitors** - To appoint JDH Business Services Ltd as internal auditors, BDO as external auditors and Dixon Rigby Keogh as solicitors.
14. **Council meeting** – To receive draft minutes for the meeting held on 14 April 2016 (draft minutes circulated)
15. **Committee actions and recommendations**
 - To approve the actions and the recommendations of the Finance Committee held on 14 April 2016 (draft minutes circulated)
 - To approve the actions and the recommendations of the Strategy Committee held on 21 April 2016 (draft minutes circulated)
 - To approve the actions and the recommendations of the Amenities Committee held on 28 April 2016 (draft minutes circulated)
 - To approve the actions and the recommendations of the Technical Services Committee held on 5 May 2016 (draft minutes circulated)
16. **Matters arising from the minutes** – To receive a verbal report of any matters arising.
 - **Boundary signs** - these have been ordered and will hopefully be completed by the summer.
 - **Village Fair** - has been postponed until 3 July. The Parish Council will take a stall to highlight Neighbourhood Plan and other issues.
 - **PCSO contract** - this has still not been received.
 - **Planning inquiries** - representation has been made for the inquiry for the Dane Bank bungalows, Manor Lane and Dunkirk Farm, Brereton.
 - **Council and committee meetings** - due to delayed work at the HCCC full council meetings have been arranged at the library and committees at the Parish Council office.
 - **Refurbishment of community rooms at HCCC** - to receive an update on asbestos removal and revised timetable for completion of the work. (See Appendix 4)
17. **Quality Gold status** - to confirm the council has been awarded Quality Gold status and to let ChALC know arrangements for the formal presentation.
18. **Neighbourhood Plan** - to receive a report on reaching Regulation 14, the open day event and proposed plan for completion. (see Appendix 5).
19. **Tree planting** - to confirm arrangements for the official ceremony on Friday 10 June 2016.
20. **Village Competition** - to approve the arrangements for the competition as set out in Appendix 6.
21. **NALC Star Councils 2016** - To determine if the council should enter the competition. Categories include: CALC Outstanding Project of the year, Local Council outstanding project of the year and Council of the year.
22. **Finance**

- **Bank reconciliation** – To note the balance at 30 April is £166,276.57
 - **Audits** – To receive an update report on the internal audit and to note the preparation of papers for the external audit by BDO. See attached information.
 - **Accounts for Payment** – To approve payments as outlined in the schedule attached.
 - **Fixed term Bond** - to approve placing £75,000 into a 12 month bond with the Co-op bank. A financial forecast is attached showing sufficient funds will be left in the account.
- 23. Borough Council reports** - To suspend standing orders and receive a report from any Councillors present.
- 24. Chairman and Clerks report.**

Nicola L Clarke
Clerk of the Council
13 May 2016

Appendix 1

The General Power of Competence

1. The council has resolved at a meeting of the council and each subsequent relevant annual meeting that it meets the conditions in paragraph 2 below.

2.—(1) At the time a resolution under paragraph 1 is passed —

(a) the number of members of the council that have been declared to be elected⁽³⁾, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council;

(b) the clerk to the parish council holds—

(i) the Certificate in Local Council Administration;

(ii) the Certificate of Higher Education in Local Policy;

(iii) the Certificate of Higher Education in Local Council Administration; or

(iv) the first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire or its successor qualifications; and

(c) the clerk to the parish council has completed the relevant training, unless such training was required for the purpose of obtaining a qualification of a description mentioned in paragraph (b).

(2) For the purposes of this paragraph “relevant training” means training—

(a) in the exercise of the general power;

(b) provided in accordance with the national training strategy for parish councils adopted by the National Association of Local Councils, as revised from time to time.

Appendix 2

Functions of each committee - May 2016

<p><u>Strategy and Partnerships committee</u> General Management – Monitor and update management plan & progress/systems Office and staff including computers Website and social media Training: staff and members Planning applications Neighbourhood Plan Community Resilience Holmes Chapel Partnership liaison Forward Planning – Policy documents. Regional Planning, Development. Control, Holmes Chapel Community Centre Major applications and appeals (liaison with Full Council) Quality Communications ‘umbrella’ between Council and other committees. External communications including newsletters Liaison with relevant task group(s)</p>	<p><u>Amenities committee</u> Planning applications Liaison with relevant Task or Project Group(s) Public Services Schools Police/PCSO – Monitoring CCTV Fire Health Centre Library Public transport Rail Buses Station Leisure & Recreation and Open Space Leisure Centre Play Areas Cranage Playing Fields Dane Valley Youth Facilities Joint Use Arrangements Green Spaces</p>
<p><u>Technical Services Committee</u> Planning applications Liaison with relevant task group(s) Village Infrastructure Shops and businesses Churches Car Parking including HCCC site Pedestrian issues Public buildings – e.g. toilets, library Highways Road Safety including police matters and CCTV Street lighting; Improvements; Footpaths Traffic problems; Complaints and repairs; Highway programmes; M6 Street Cleaning Street Naming Street signage General Maintenance Village volunteers Christmas lights Annual planting and maintenance</p>	<p><u>Finance Committee</u> Accounting package Risk Management Budget and financial control. Grant Sourcing Grants and donations Liaison with Full Council (ongoing) Liaison with relevant task group(s)</p>

Grass cutting Litter and cleanliness Recycling Drainage Waterways and Rivers Public Rights of Way	
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Appendix 3 - Committee and appointments

Chairman –
Vice Chairman –
Clerk – Nicola Clarke
Admin – Sue McKay

Committees

Strategy & Partnerships	Amenities
(Chairman) Brian Bath John Clowes Steve Ranger David Savage	(Chairman) John Clowes Patricia Cotton Mike Street Anita Armit
Technical Services	Finance
(Chairman) Mike Blomeley Anita Armit Patricia Cotton Mike Street	(Chairman)

Appointments 2016-2017

Finance Member	
Internal Auditor	JDH Business Services Ltd
Newsletter Editor	n/a
Web Site Officers	Clerk and Admin
Press and Publicity	Clerk and Admin
Webmaster	CBJ Digital
HCCS/CEC Leisure Centre Rep	
ChALC Area Meetings	Patricia Cotton and Mike Street
Public Transport and Community Rail Partnership	Mike Street

Public Service Liaison and Police Forum and Meetings	Patricia Cotton
Almshouses Charity	Patricia Cotton
Village Volunteers	TS Committee
Best Kept Garden Judges Village Competition judges	Mike Street Patricia Cotton
HC Partnership	
Community Resilience	Rab Parry
HCCC JMLC Representative x 2	
HC Comprehensive Liaison x 2	
Dane Meadow 'Friends group'	

Appendix 4

Holmes Chapel Community Centre Refurbishment

Regrettably, the asbestos removal work undertaken by a contractor to Sanofi prior to purchase completion has been found to be deficient in a small area of the bar. ES&R have contracted with their supplier for this work to be done week commencing 23 May and subject to certification, the main refurbishment work on the social and bar areas will commence on Tuesday 31 May and complete by Friday 22 July. This will be followed by some time set aside to fit out the social, bar and kitchen areas with a formal opening and availability for use being available by early September.

Sanofi have agreed to consider recompense to us for this additional work and are as disappointed as us in the failure of the supplier to complete the work correctly.

There are now approx. 900 members to the Gym and Fitness area. We understand that the Rugby Club hopes to be fielding two teams from the start of the next season.

There is some further work being done to improve the outdoor changing rooms and an outside toilet is to be installed. Grants have been provided by the RFU and CEC for this work and it is expected that these will be completed by the end of August as well.

The JMC has met and meets again in July and consideration of the short, medium and long term plans continue. Some proposals for realigning the access road to make provision for a skate park have been discussed. In addition, there is consideration of moving car parking to the former bowling green area and converting the car park area behind the Brooklands building to an 'all-purpose' playing area. Planning permission will be required for all of these and initial discussions with CEC have taken place.

Brian Bath
HC Parish Councillor

Appendix 5 - Neighbourhood Plan update

After much hard work by the Steering Group, Policy Working Groups and the assistance of Cheshire East (Tom Evans) and Cheshire Community Action (Lucy Hughes), we were able to move to Regulation 14 Public Consultation of the Neighbourhood Plan on Friday 29 April 2016. This public consultation runs for 6 weeks and will conclude on Friday 10 June 2016.

A public meeting was arranged for Saturday 14 May, 10:00am to 3:00pm in the Scout HQ and further information on the outcome and responses will be available as part of the Consultations Report being prepared. An online Survey Monkey questionnaire has also been setup for responses to be made by residents and others. (As at 12 May, 33 responses had been made.)

A formal notice of the Regulation 14 Public Consultation has been sent to all neighbouring parishes and many other organisations - over 200 in total - inviting comment.

The "Pre-submission version" of the Neighbourhood Plan is available on the Parish Council and Cheshire East websites and there is access to all the supporting evidence documents referred to in the plan on the Parish council website.

During the next few weeks the Steering Group will be working with volunteers on collating responses to the consultation and preparing recommendations for any changes to the plan.

There is a requirement to collate and have ready for the next stages a "Consultation Statement" that includes all our consultations, the responses received and what actions we have taken. We also need to conclude a "Basic Conditions Statement" which shows the overall plan and each policy complies with all the legal requirements. Cheshire Community Action is assisting with this. Cheshire East are considering whether we need to provide a Strategic Environmental Assessment (SEA) report because we have named parts of the parish as possible areas for future development.

The next stage, Regulation 15, is where we submit the plan formally to CEC and if they confirm we have complied with the entire requisite legal framework, they will then invoke Regulation 16 which is publicising the plan proposal. During this period we consider nominations and select the independent examiner for the plan proposal.

Brian Bath
HC Parish Councillor / Leader of the NP Team

Appendix 6 - Village Competition

Garden Competition:

One overall winner
One Dane housing bungalow winner

Usual judging through the summer by Cllrs Cotton and Street.

Photo competition:

2016 Theme: Nature in Holmes Chapel
Three prizes: 5 - 11 years
 12 - 17 years
 18 years and over

Hard copies of photos 7 x 5" with name, age and address. Also the location of the photo where it was taken in Holmes Chapel. Entries to be received by Friday 9 September 2016. Judging by members of a local camera club and one Councillor.

Presentation of prizes at 6 October 2016 Full Council.